

**View and Print Your Pay Stub**  
**Created on Thursday, June 11, 2009**

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The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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## View and Print Your Pay Stub

### Signing Onto NIS

#### Procedure


In this lesson you will learn how to sign onto NIS.

Step	Action
1.	To sign onto NIS you will first need to go to the NIS sign on page ( <a href="http://nis.ne.gov">http://nis.ne.gov</a> )  NOTE: Do not use "www" when typing in the address.
2.	To sign onto NIS click on the <b>Sign on to NIS</b> button. 
3.	When you sign onto NIS you will need to be sure you type your User ID and your password correctly. If you enter it incorrectly three times in a row the system disables your User ID. If that happens contact the IMS Help Desk (402-471-4636 or 1-800-982-2468) to restore it.
4.	When you sign in enter your user ID in the <b>User ID</b> field, and your password in the <b>Password</b> field. If you do not know your user ID contact the IMS Help Desk (402-471-4636 or 1-800-982-2468). If you forgot your password go to <a href="http://nis.ne.gov">nis.ne.gov</a> and click on the <b>Forgot Password</b> button.

# Training Guide

## View and Print Your Pay Stub

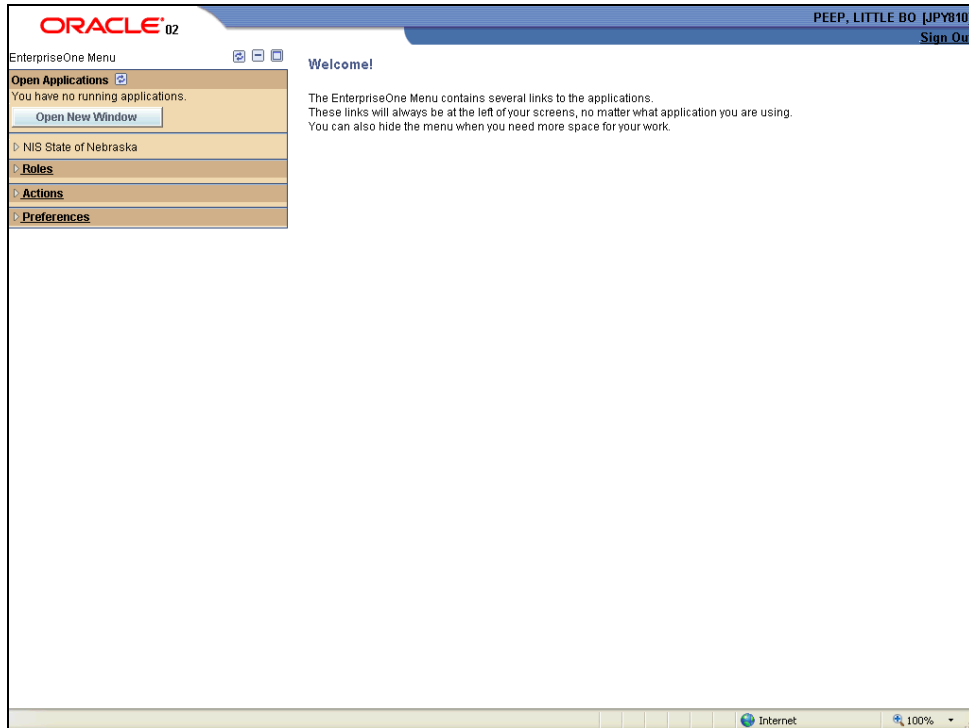


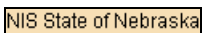
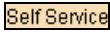

Step	Action
5.	Click the <b>Sign In</b> button. 
6.	You have successfully signed onto NIS <b>End of Procedure.</b>

## View and Print Your Pay Stub

### Procedure

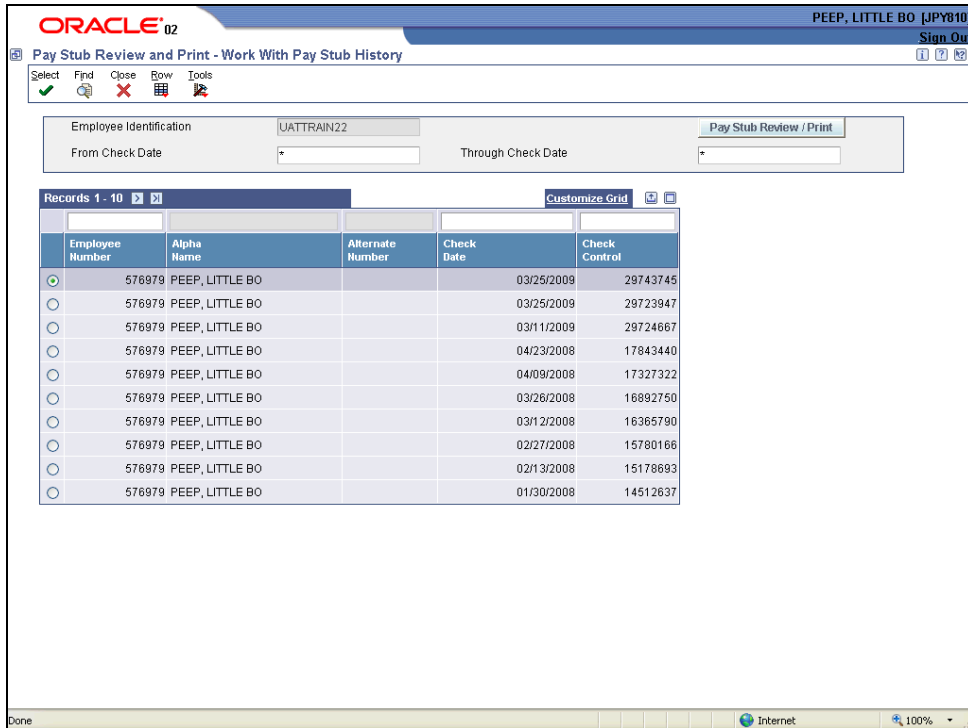
In this lesson you will learn how to view and print your pay stub in NIS.





Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. 
2.	Click the <b>Self Service</b> link. 
3.	Click the <b>Pay Stub Review and Print</b> link. 

# Training Guide

## View and Print Your Pay Stub



Step	Action
4.	<p>Your pay stubs will be listed with the most recent at the top. You can select the pay stub you wish to view by clicking on that pay stub's radio button.</p> <p>Click the <b>Radio Button</b> for the pay stub you wish to view.</p> 
5.	<p>To view the pay stub you selected click the <b>Pay Stub Review / Print</b> button.</p> 
6.	<p>Your pay stub information will be displayed for you to review.</p>



**ORACLE** 02 PEEP, LITTLE BO [JPY010] Sign Out

Pay Stub Review and Print - Print Pay Stub Print

[Click Here to Print this stub](#)

**State of Nebraska -- Pay Stub Information**

Employee Number 576979  
Employee Name PEEP, LITTLE BO

Check Number	Route	Pay Period End Date	CheckDate
70390868	6507750900	03/15/2009	03/25/2009

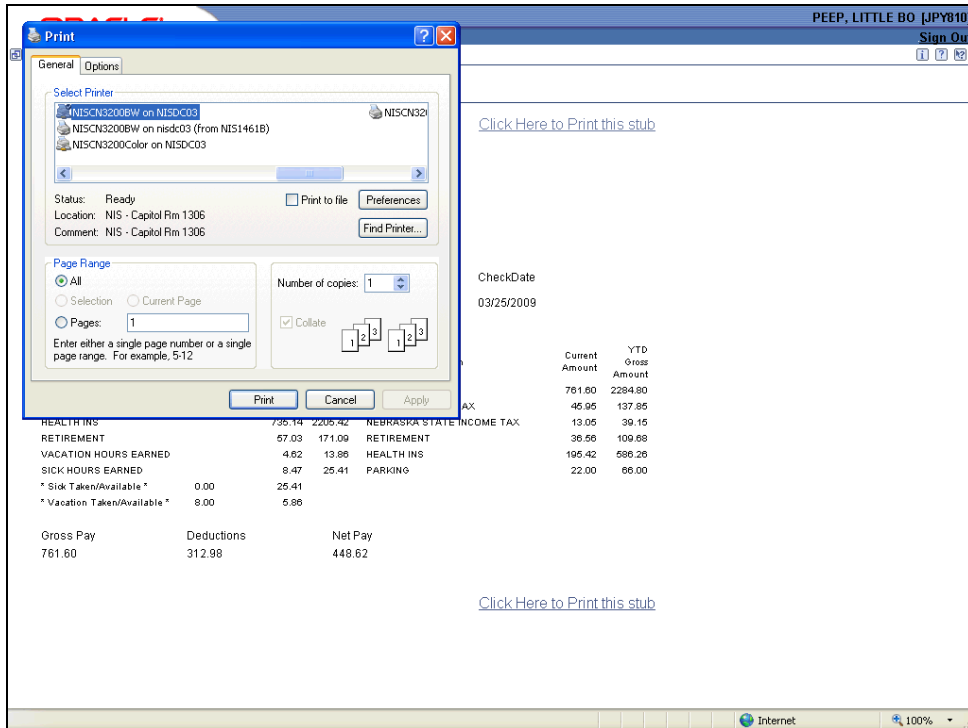
Pay / Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	Deduction Description	Current Amount	YTD Gross Amount
REGULAR PAY	80.00	9.520	761.60	761.60	Gross Wages	761.60	761.60
HEALTH INS			735.14	735.14	FEDERAL INCOME TAX	46.95	46.95
RETIREMENT			57.03	57.03	FEDERAL FICA WITHHELD	33.74	33.74
VACATION HOURS EARNED			4.62	4.62	FEDERAL MEDICARE WITHHELD	7.89	7.89
SICK HOURS EARNED			8.47	8.47	NEBRASKA STATE INCOME TAX	13.05	13.05
* Sick Taken/Available *	0.00		8.47		RETIREMENT	36.56	36.56
* Vacation Taken/Available *	0.00		4.62		HEALTH INS	195.42	195.42
					PARKING	22.00	22.00
Gross Pay					Deductions		
761.60					354.61		
					Net Pay		
					406.99		


[Click Here to Print this stub](#)

Step	Action
7.	If you would like to print the pay stub click the <b>Click Here to Print this stub</b> link. <a href="#">Click Here to Print this stub</a>

# Training Guide

## View and Print Your Pay Stub



Step	Action
8.	<p>Make sure the proper printer is selected.</p> <p>After selecting your printer click the <b>Print</b> button.</p> 
9.	After clicking the Print button your pay stub will print at the printer you selected.

**ORACLE** 02 PEEP, LITTLE BO [JPY010]  
Sign Out

Pay Stub Review and Print - Print Pay Stub Print

[Click Here to Print this stub](#)

**State of Nebraska -- Pay Stub Information**


Employee Number 576979  
Employee Name PEEP, LITTLE BO

Check Number	Route	Pay Period End Date	CheckDate
70390870	6507750900	03/15/2009	03/25/2009

Pay / Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	Deduction Description	Current Amount	YTD Gross Amount
REGULAR PAY	80.00	9.520	761.60	2208.64	Gross Wages	761.60	2284.80
VACATION PD.				76.16	FEDERAL INCOME TAX	46.95	137.85
HEALTH INS			735.14	2205.42	NEBRASKA STATE INCOME TAX	13.05	39.15
RETIREMENT			57.03	171.09	RETIREMENT	36.58	109.68
VACATION HOURS EARNED			4.52	13.86	HEALTH INS	195.42	586.26
SICK HOURS EARNED			8.47	25.41	PARKING	22.00	66.00
* Sick Taken/Available *	0.00		25.41				
* Vacation Taken/Available *	8.00		6.86				
Gross Pay					Deductions		
761.60					312.98		
					Net Pay		
					448.62		

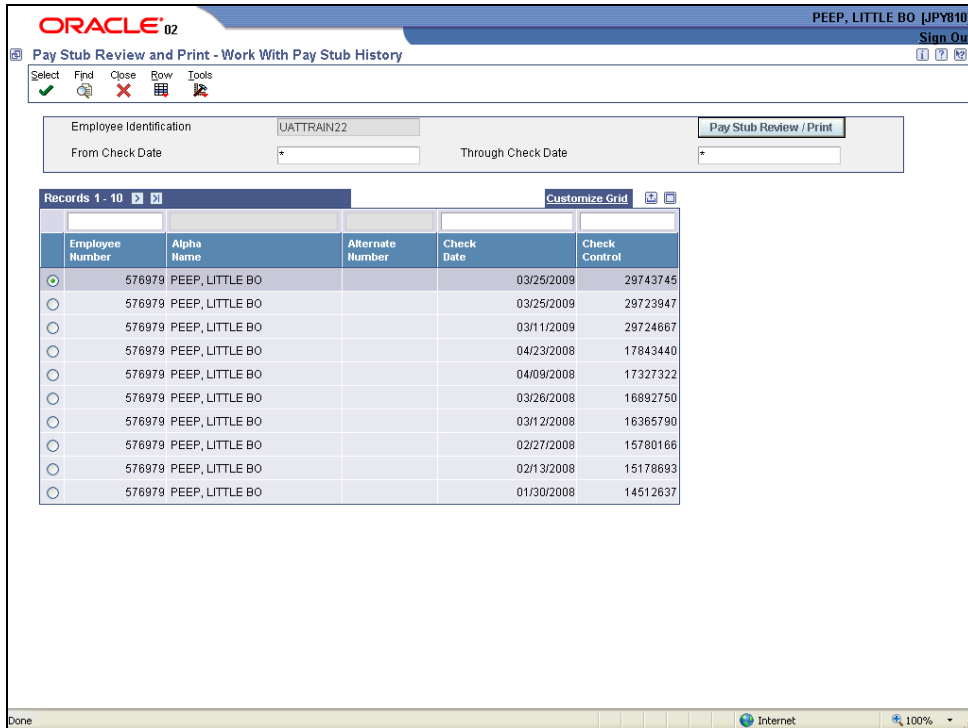
[Click Here to Print this stub](#)

Internet 100%

Step	Action
10.	When you are finished reviewing and/or printing the pay stub click the <b>OK</b> button. 

# Training Guide

## View and Print Your Pay Stub

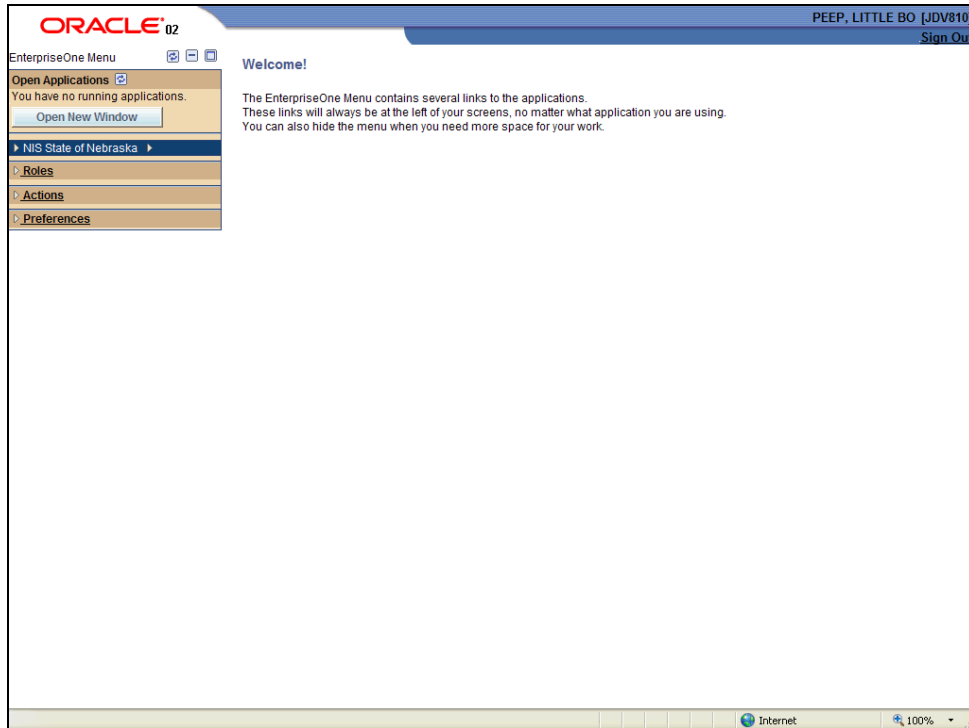


Step	Action
11.	When you are finished click the <b>Close</b> button. 
12.	You have successfully completed this lesson. <b>End of Procedure.</b>

## View and Print Your Pay Stub in CSV Format

### Procedure

This lesson will show you how to view and print your pay stubs within NIS in the CSV format.





Step	Action
1.	To view your paystub you will need to navigate to Self Service. Click the <b>NIS State of Nebraska</b> link. <a href="#">NIS State of Nebraska</a>
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>
3.	Click the <b>Pay Stub Review and Print</b> link. <a href="#">Pay Stub Review and Print</a>

# Training Guide

## View and Print Your Pay Stub



Step	Action
4.	<p>Your pay stubs will be listed with the most recent at the top. You can select the pay stub you wish to view by clicking on that pay stub's radio button.</p> <p>Click the <b>Radio Button</b> for the pay stub you wish to view.</p> 
5.	<p>Click the <b>Select</b> button.</p> 
6.	<p>This will bring up your pay stub information for the date you selected.</p>

ORACLE 02 PEEP, LITTLE BO [JDV810] Sign Out


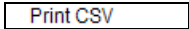
Pay Stub Review and Print - Pay Stub History Information

Close Form Row Tools

Address Number: 576979 PEEP, LITTLE BO Route: 6507750900  
 Check Date: 01/14/2009 Check No.: 81907597

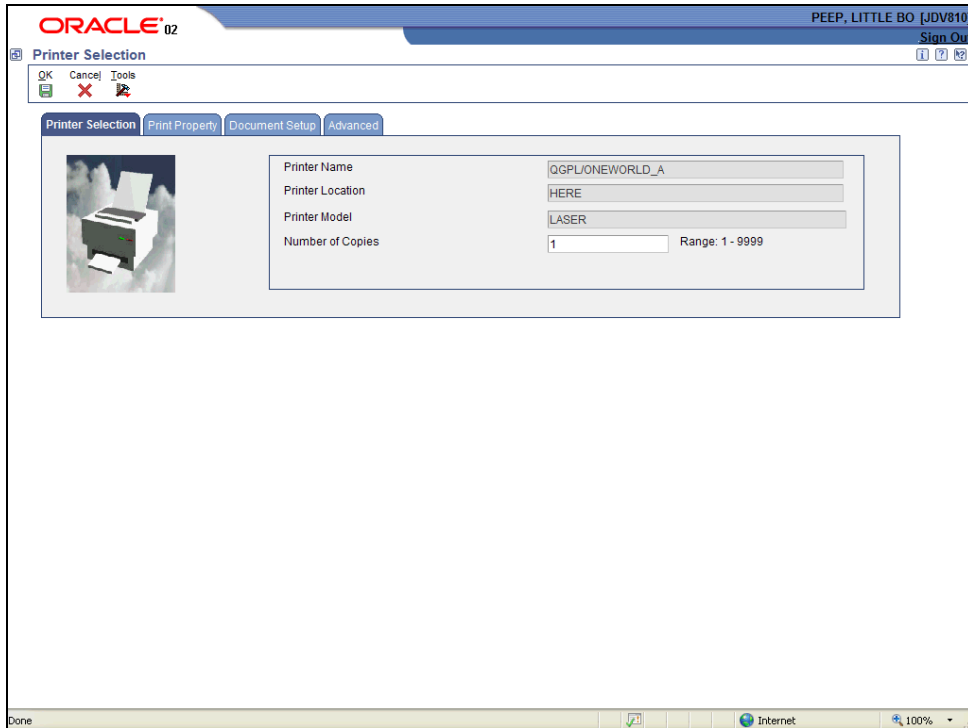
Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	Deduction Description	Current Amount	YTD Gross Amount
1	P	REGULAR PAY	80.00	24.038	1,923.04	1,923.04		GROSS WAGES	1923.04	1,923.04
2								FEDERAL INCOME TAX	314.41	314.41
3								FEDERAL FICA WITHHELD	119.23	119.23
4								FEDERAL MEDICARE WITHH...	27.88	27.88
5								NEBRASKA STATE INCOME T...	98.08	98.08
6							1052	MISC DEDUCTS - 307698	65.00	65.00


Gross Pay: 3,846.08 - Deductions: 1,249.20 = Net Pay: 1,298.44

Step	Action
7.	<p>If you would like to print the pay stub information the first step is to click the <b>Form</b> button.</p> <p>Click the <b>Form</b> button.</p> 
8.	<p>Click the <b>Print CSV</b> menu.</p> 

# Training Guide

## View and Print Your Pay Stub



Step	Action
9.	<p>Note: Clicking OK does not send your pay stub information to the printer. It sends it to a job queue where you can open the document and then print it. The following steps will detail how to open and print the document.</p> <p>Click the <b>OK</b> button.</p> 



ORACLE 02 PEEP, LITTLE BO [JDV810] Sign Out


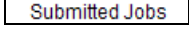
Pay Stub Review and Print - Pay Stub History Information

Close Form Row Tools

Address Number: 576979 PEEP, LITTLE BO Route: 6507750900  
 Check Date: 01/14/2009 Check No.: 81907597

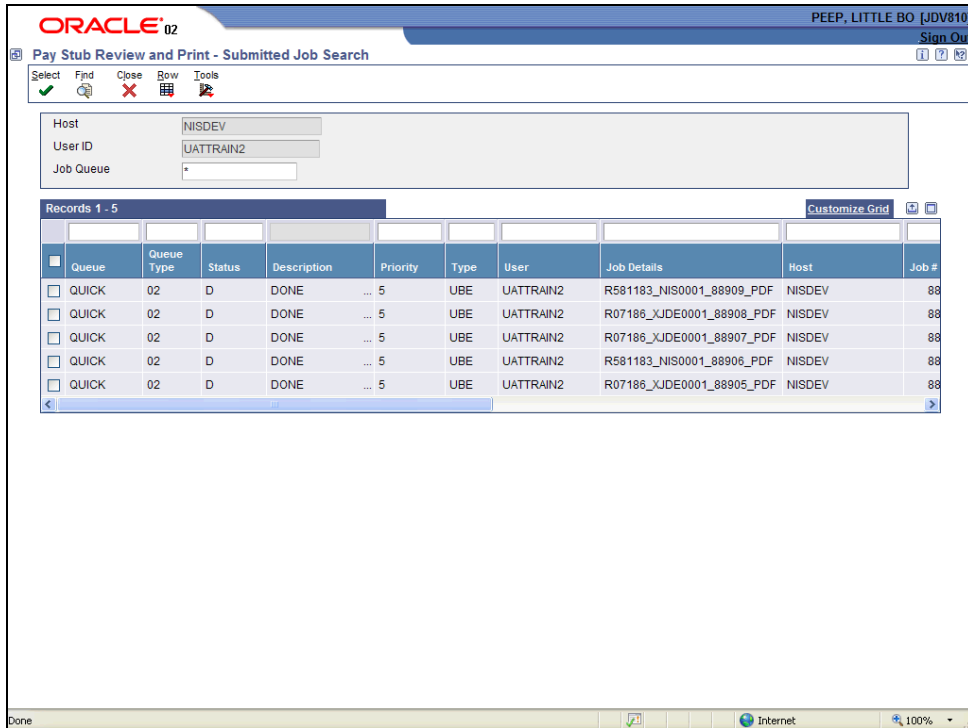
Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	Deduction Description	Current Amount	YTD Gross Amount
1	P	REGULAR PAY	80.00	24.038	1,923.04	1,923.04		GROSS WAGES	1923.04	1,923.04
2								FEDERAL INCOME TAX	314.41	314.41
3								FEDERAL FICA WITHHELD	119.23	119.23
4								FEDERAL MEDICARE WITHH...	27.88	27.88
5								NEBRASKA STATE INCOME T...	98.08	98.08
6							1052	MISC DEDUCTS - 307698	65.00	65.00

Gross Pay: 3,846.08 - Deductions: 1,249.20 = Net Pay: 1,298.44

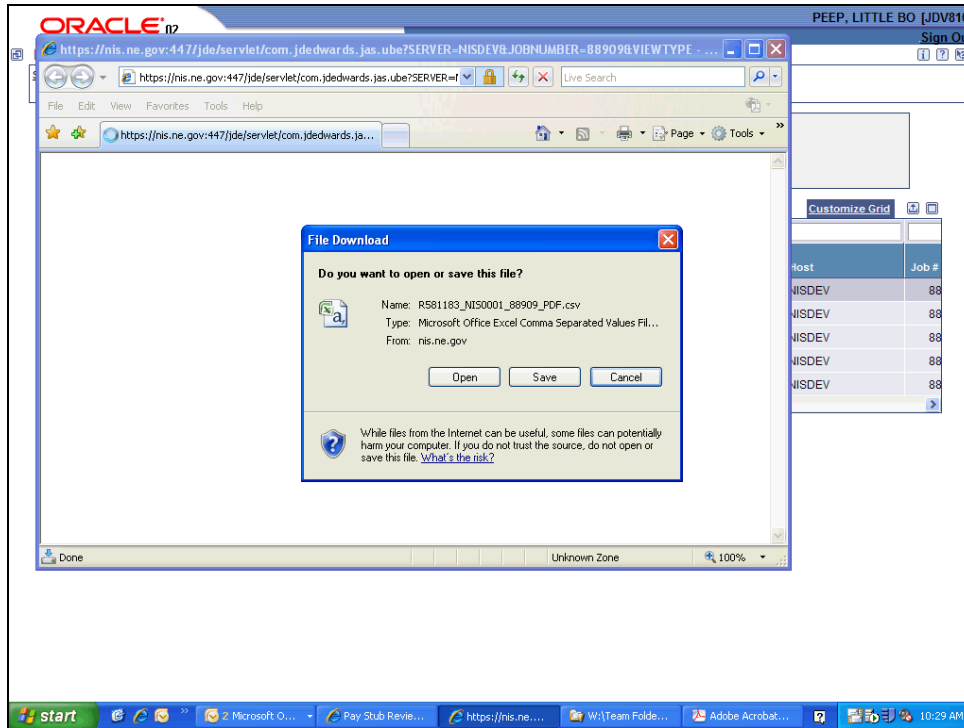
Step	Action
10.	Click the <b>Form</b> button. 
11.	Click the <b>Submitted Jobs</b> menu. 
12.	The top row should be the most recent document you sent to the job queue.  Make sure the <b>Description</b> says <b>DONE</b> . If it does not say <b>DONE</b> (it could say <b>WAITING</b> or <b>PROCESSING</b> ) click the Find button at the top of the screen until the status changes to <b>DONE</b> .

# Training Guide

## View and Print Your Pay Stub



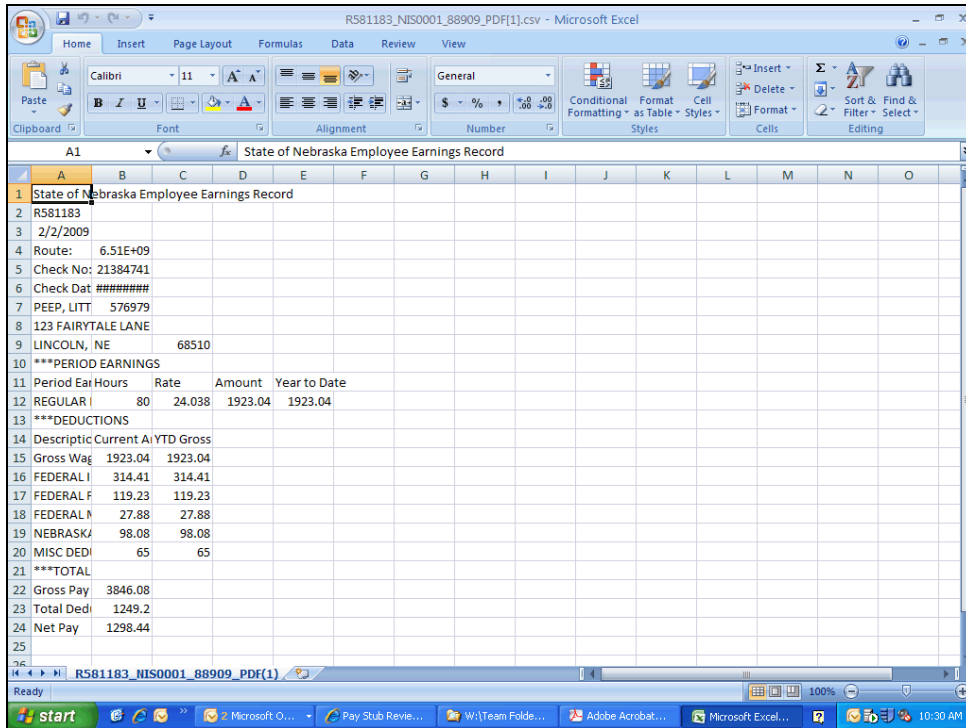
Step	Action
13.	Click the <b>Check Box</b> of the top line. <input type="checkbox"/>
14.	Click the <b>Row</b> button. 
15.	Click the <b>View CSV</b> menu. <input type="button" value="View CSV"/>





Step	Action
16.	Click the <b>Open</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Open</div>

# Training Guide

## View and Print Your Pay Stub



Step	Action
17.	Click the upper left hand corner of the spreadsheet. 
18.	Double-click the line between column A and B. 
19.	The CSV document containing your pay stub information will be displayed. Depending on your version of Excel you can print the document by clicking on the windows icon in the upper left hand corner and then click Print, or you will click File and Print.
20.	You have completed the View and Print Your Paystub lesson. <b>End of Procedure.</b>